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June 14, 2002

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To: Community Based Alternatives (CBA), Regions 05, 06, and 10  
Home and Community Support Services (HCSS) Agencies  
Assisted Living/Residential Care (AL/RC) Providers  
Adult Foster Care (AFC) Providers  
Emergency Response Services (ERS)

Subject: Long Term Care (LTC)  
Information Letter No. 02-14  
Automated Form 3671, Page 1 (CBA Individual Service Plan)

The Texas Department of Human Services (DHS) has begun pilot testing a new automated application used by CBA case managers. The regions participating in the pilot are: Region 05 (Beaumont/Nacogdoches), Region 06 (Houston), and 10 (El Paso). Not all CBA case managers in these regions are participating in the pilot, however.

As a result of this pilot, CBA providers will receive Individual Service Plans (ISPs; DHS Form 3671, Page 1) created by the automated system. The automated form contains all of the same data elements as the current ISP; however, the format is different. The automated form only includes the specific CBA services the client is authorized to receive. Also, all ISPs you receive from the automated system will reflect the services, units, and values associated with the entire ISP period. The system does not generate ISPs which reflect only partial ISP periods.

If you have any questions, please contact Jim Essler, LTCS Program Automation Section, at 512-438-3223.

Sincerely,

**Signature on file**

Becky Beechinor  
Assistant Deputy Commissioner  
Long Term Care Services

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